



# CALIFORNIA ARTS COUNCIL

EDMUND G. BROWN, JR., GOVERNOR

ADVANCING CALIFORNIA THROUGH THE ARTS & CREATIVITY

CRAIG WATSON, DIRECTOR

## REQUEST FOR PROPOSAL - Secondary Notice to Prospective Proposers

March 22, 2013

You are invited to review and respond to this Request for Proposal (RFP), entitled **RFP #2013-01, Strategic Plan**. In submitting your proposal, you must comply with these instructions.

Note that all agreements entered into with the State of California will include by reference General Terms and Conditions, and Contractor Certification Clauses that may be viewed and downloaded at Internet site [www.ols.dgs.ca.gov](http://www.ols.dgs.ca.gov) (see "Standard Contract Language"). If you do not have Internet access, a hard copy can be provided by contacting the person listed below. The Disabled Veterans Business Enterprise Participation does not apply to this bid.

In the opinion of the California Arts Council (CAC), this RFP is complete and without need of explanation. However, if you have questions, or should you need any clarifying information, the contact person for this RFP is:

Mary Beth Barber, Public Information Officer

California Arts Council

916/322-6588

[mbarber@cac.ca.gov](mailto:mbarber@cac.ca.gov)

Please note that no *verbal* information given will be binding upon the State unless such information is issued in writing as an official addendum.

Mary Beth Barber

Public Information Officer

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## **A. Purpose, Background and Scope of Work**

### **Purpose**

The California Arts Council is conducting an update to its Strategic Plan, covering the next three to five years. The agency is seeking proposals from qualified consultants or consultant teams to assist in the development of the Plan including extensive public outreach as a key element of the process. In evaluating submittals, the California Arts Council will consider technical expertise in strategic planning; a background in the arts and grass-roots advocacy, especially in California or in similarly diverse and large states or regions; range of experience in the strategic planning field; innovation and use of multiple means for research, public input, and planning; cost; and demonstrated ability to work closely with a varied group of stakeholders, as well as members of the general public.

### **Background about the California Arts Council**

The California Arts Council, a state agency, is dedicated to championing the expansion of the arts; artistic excellence; access to the arts for all residents of the state; equitable resource allocation across geographic and cultural segments; integration of the arts into the educational curriculum as part of life-long learning; building cultural bridges; advocacy for adequate funding support; preservation and advancement of the state's diverse artistic and cultural heritage; and collaboration with the state's public and private sectors. More information about the agency may be found on the website: [www.arts.ca.gov](http://www.arts.ca.gov). The California Arts Council's governing Council and staff has, on a regular basis (every three to five years or so), conducted strategic planning as an ongoing process.

### **Status of Current California Arts Council Strategic Plan**

The last strategic plan was developed in 2009-2010 and has run its three-year course. A new strategic plan will be established in 2013 and put in place by the start of 2014. A committee of Council members has been set for the Strategic Plan and will assist the executive staff and consultant on outreach, research, and execution of the 2013 strategic planning process.

### **Features and Timelines for the 2013 Strategic Planning Process**

The California Arts Council aims to complete the Strategic Plan by the end of calendar year 2013, with a final report issued by the end of December. Components of the Strategic Planning Process should incorporate all the work listed in "Scope of Work" (see following), and follow a general timeline as follows:

- April/May: confer with Arts Council staff and key Council members to plan data-gathering process and other administrative details
- Introduce an overview of the Strategic Planning process at the Council meeting on April 30 in Los Angeles in the morning, and partake in the "Listening Tour" public input session in the afternoon (see below for location details)
- Spring/early Summer 2013: attend "Listening Tour" meetings; gather information, data and input from Council members, key stakeholders, attendees at "Listening Tour" convenings, and from the general public
- Summer 2013: plan and lead the Council retreat for Strategic Planning
- Presentation of summary findings to Council and draft Strategic Plan (at early fall meeting, TBD, typically September)
- Presentation of final report to Council (at late fall meeting, TBD, typically November)

"Listening Tour" convenings\* have been scheduled, with some locations and exact days and times set, and others in process. They are as follows:

- April 30 - Los Angeles, 1:00-4:00 pm (as part of Council meeting), Wells Fargo Theatre, Autry National Center in Griffith Park, 4700 Western Heritage Way, Los Angeles

- May 9 – Fresno, 10:00-11:30 am, University Square Hotel, 4961 North Cedar Avenue, Fresno
- May 21 – Redding, 1:30-3:00 pm, Turtle Bay Exploration Park, 844 Sundial Bridge Drive, Redding
- May TBA - San Jose
- May TBA - San Francisco
- June TBA - San Diego
- June TBA – Sacramento
- July TBA – Costa Mesa

\* Note: California Arts Council staff collected preliminary comments from the public on February 20, 2013, at the California Association of Museums' annual conference in Santa Barbara.

### **Scope of Work / Goal of This RFP**

The scope of services will include at a minimum the following:

- A meaningful and productive planning process that engages the Council and key stakeholders
- Meetings with Arts Council staff to finalize overall timeline and process
- Analysis of existing, relevant planning and policy documents
- Attendance at the "Listening Tour" meetings set by the agency
- Development of a system for public input and data analysis from the "Listening Tour" meetings as well as written input (via online surveys and/or other means)
- Interviews of the Council members
- Interviews of key stakeholders
- Planning and leading a Council retreat to review public input data and the interviews of Council members and key stakeholders, and bring focus to all the data gathered
- Periodic update meetings to include the Strategic Planning Committee
- Presentation of summary of information collected and recommendations to the Council
- Final report with recommendations
- Other work as deemed necessary to fulfill the Strategic Planning process

### **Expected Expertise and Knowledge Areas**

Expected expertise of a vendor for this RFP include, but are not limited to:

- Expertise and focus in strategic planning and have worked in these areas;
- Previous work with entities in the arts, cultural, cause-based or related fields;
- Significant experience and understanding of the state of California, including its geographic, cultural, economic, and language diversity;
- Can demonstrate an understanding of the different dynamics of the various areas and regions of the entire state of California, and not just one particular area or region;
- Can demonstrate experience with, or propose a plan to conduct, outreach and interaction with a variety of diverse communities, including communities of varying economic means, differing technical abilities with computers and internet communications (with some communities having no technical abilities), diverse ethnic and cultural communities, and communities that have principal languages other than English.

### **Deliverables**

- A written and detailed process for public input that combines and compliments set meeting dates for "Listening Tour" meetings established by the California Arts Council;

- Creation of online surveys and/or other means of input from members of the public who are unable to attend "Listening Tour" meetings or from attendees who wish to add additional comments;
- A written and detailed document and plan for the structure for the "Listening Tour" meetings to properly gather, organize and analyze data from "Listening Tour" meetings and the online surveys (or other input);
- Draft plan and recommendations to Council, including summary versions that may be used for the agency's website, ideally in a web-friendly format;
- Final full plan, executive summary and appropriate summary versions, as described above;
- Attendance at the "Listening Tour" convenings\* scheduled:
  - April 30 - Los Angeles, 1:00-4:00 pm (as part of Council meeting), Wells Fargo Theatre, Autry National Center in Griffith Park, 4700 Western Heritage Way, Los Angeles
  - May 9 – Fresno, 10:00-11:30 am, University Square Hotel, 4961 North Cedar Avenue, Fresno
  - May 21 – Redding, 1:30-3:00 pm, Turtle Bay Exploration Park, 844 Sundial Bridge Drive, Redding
  - May TBA - San Jose
  - May TBA - San Francisco
  - June TBA - San Diego
  - June TBA – Sacramento
  - July TBA – Costa Mesa

\* Note: California Arts Council staff collected preliminary comments from the public on February 20, 2013, at a conference in Santa Barbara.

The contractor is expected to maintain communication with California Arts Council staff on a very frequent basis.

Travel-related expenses are part of the contract, including to the "Listening Tour" convenings and the meetings with Council members and others, and cannot be billed as extras beyond the contract bid. Proposals should reflect these expected expenses accordingly.

The contractor will have completed the scope of work and contract of this RFP eight months from the onset of the contract date, with a final report released to the Council at the last Council meeting in 2013 (typically in November or early December); the contract will be completed no later than December 31, 2013. The California Arts Council reserves the right to extend the contract on a pro-rated basis for no more than 60 days if unforeseen events (i.e., changes in the arts environment, especially the funding environment; difficulty with Council scheduling or staff emergencies, etc.) require additional work beyond the end of December 2013. An extension of the contract may not be based on changes or complications in the contractor's schedule.

### **Intellectual Property Considerations**

- The collective work created under this contract shall be considered a work for hire.
- Contractor shall acquire and transfer to the California Arts Council in written form all necessary rights and permissions for documents and related materials use without restriction.

## B. Minimum Qualifications for Proposers

- A) The proposer must be located in California.
- B) The proposing firm or each project principal(s) must have an expertise and focus in strategic planning (either for their principal employer, or as a consultant) and have worked in these areas for at least 5 years.
- C) Ideally the proposer or project principal(s) will demonstrate previous work relationships with entities in the arts, cultural or related fields.
- D) The ideal proposer or project principal(s) will demonstrate an understanding of the different dynamics of the various areas and regions of the entire state of California, and not just one particular area or region.
- E) The proposer, project principal(s) or project partners should demonstrate experience or a plan to conduct outreach to and public interaction with a variety of diverse communities, including communities of varying economic means, different (perhaps no) technical abilities with computers and internet communications, diverse cultural and/or ethnic communities, and principal languages other than English.

## C. Proposal Requirements and Information

### 1. Key Action Dates

EVENT	DATE	TIME
RFP Available to Prospective Proposers	March 22, 2013	1:00 p.m.
Final Date for Submissions of Questions on RFP	April 2, 2013	5:00 p.m.
All Questions answered	April 4, 2013	5:00 p.m.
Final Date for Proposal Submissions	April 9, 2013	5:00 p.m.
Closed Session Committee Review of Proposals	April 10, 2013	11:30 a.m.
Notice of Intent to Award	April 11, 2013	12:00 noon
Proposed Award Date	April 19, 2013	12:00 noon

### 2. Work Plan and Work Schedule Requirements

- a) **Work Plan and Schedule.** The California Arts Council anticipates that the work will start in April 2013 and conclude no more than eight months after the start date of the contract; depending upon approval of this contract by the California Department of General Services, if so required.

The timeline and milestones for payment will be developed between the Arts Council and the contractor once the award of this contract has been finalized. Post-contract award revisions to timeline and finish date are subject to approval by the California Arts Council.

The proposer shall develop a work plan or schedule for task completion. Identify each major task, necessary subtask, and/or suggest specific milestones by which progress can be measured and payments made.

Strategic Plan "Listening Tour" dates have been set and will be in place before this contract will be awarded. See "Features and Timelines for the 2013 Strategic Planning Process" for details.

- b) **Project Personnel.** Provide a list of personnel for the proposed work plan and include their bios. Because of the importance of the strategic plan to the state's arts agency, the California Arts Council requires firm principals to be the primary producer of materials and plans, and be the principal contact with the Arts Council and with others involved in developing the strategic plan.
- c) **Facilities and Resources.** Explain where the services will be provided.
- d) **Experience with Strategic Planning.** Explain to what extent and in what way the proposing firm and/or project principals have experience with the strategic planning process (as opposed to other types of planning such as operational or long-range planning).
- d) **Experience with Arts, Cultural and/or Cause-based organizations.** Explain to what extent and in what way the proposing firm and/or project principals have experience with arts, cultural or cause-based organizations, entities or campaigns. Include at least three references to past clients, dates, and description of relevant services or projects completed.

### 3. Cost Detail Format and Requirements

The proposed work and associated costs should be broken down by the tasks outlined in the Work Plan and Work Schedule. The total costs of all tasks of this RFP cannot exceed **\$38,000**. Use the Cost Proposal Worksheet (Attachment 4) as a guide in preparing your cost proposal.

### 4. Submission of Proposal

- a) Proposals should provide straightforward and concise descriptions of the proposer's ability to satisfy the requirements of this RFP. The proposal must be complete and accurate. Omissions, inaccuracies or misstatements may be cause for rejection of a proposal.
- b) The proposal package should be prepared by the least expensive method.
- c) All proposals must be submitted under **sealed** cover and sent to California Arts Council by dates and times shown in the **Proposal Requirements and Information - Key Action Dates**. Proposals received after this date and time will not be considered.
- d) A minimum of 5 copies plus the original of the proposal must be submitted.
- e) The original proposal must be marked "ORIGINAL COPY". All documents contained in the original proposal package must have original signatures and must be signed by a person who is authorized to bind the proposing firm. All additional proposal sets may contain photocopies of the original package.
- f) The proposal envelopes must be plainly marked with the RFP number and title, your firm name and address, and must be marked with "DO NOT OPEN", as shown in the following example:

J.P. Bidder  
XYZ Consultant Group  
123 Main Street  
Somewhereville, CA 90000

RFP #2013-01  
RFP #2013-01, Arts Council Strategic Planning 2013-14  
DO NOT OPEN

- g) If the proposal is made under a fictitious name or business title, the actual legal name of proposer must be provided.

- h) Proposals not submitted under sealed cover and marked as indicated may be rejected.
- i) All proposals shall include the documents identified in Section F, Required Attachments. Proposals not including the proper "required attachments" shall be deemed non-responsive. A non-responsive proposal is one that does not meet the basic proposal requirements and may be rejected.
- j) Mail or deliver proposals to the following address:

Mary Beth Barber  
Public Information Officer  
California Arts Council  
1300 I St., Suite 930  
Sacramento, CA 95814

- k) Proposals must be submitted for the performance of all the services described herein. Any deviation from the work specifications will not be considered and will cause a proposal to be rejected.
- l) A proposal may be rejected if it is conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind. The State may reject any or all proposals and may waive an immaterial deviation in a proposal. The State's waiver of an immaterial deviation shall in no way modify the RFP document or excuse the proposer from full compliance with all requirements if awarded the agreement.
- m) Costs incurred for developing proposals and in anticipation of award of the agreement are entirely the responsibility of the proposer and shall not be charged to the State of California.
- n) An individual who is authorized to bind the proposing firm contractually shall sign the Attachment 3, Proposal/Proposer Certification Sheet. The signature must indicate the title or position that the individual holds in the firm. An unsigned proposal may be rejected.
- o) A proposer may modify a proposal after its submission by withdrawing its original proposal and resubmitting a new proposal prior to the proposal submission deadline as set forth in the Key Action Dates. Proposal modifications offered in any other manner, oral or written, will not be considered.
- p) A proposer may withdraw its proposal by submitting a written withdrawal request to the State, signed by the proposer or an authorized agent. A proposer may thereafter submit a new proposal prior to the proposal submission deadline. Proposals may not be withdrawn without cause subsequent to proposal submission deadline.
- q) The awarding agency may modify the RFP prior to the date fixed for submission of proposals by the issuance of an addendum to all parties who received a proposal package.
- r) The awarding agency reserves the right to reject all proposals. The agency is not required to award an agreement.
- s) Before submitting a response to this solicitation, bidders should review, correct all errors and confirm compliance with the RFP requirements.
- t) The State does not accept alternate contract language from a prospective contractor. A proposal with such language will be considered a counter proposal and will be rejected. The State's General Terms and Conditions (GTC) are not negotiable.
- u) No oral understanding or agreement shall be binding on either party.

## **5. Evaluation Process**

- a) At the time of proposal opening, each proposal will be checked for the presence or absence of required information in conformance with the submission requirements of this RFP.



- b) Proposals that contain false or misleading statements, or which provide references, which do not support an attribute or condition claimed by the proposer, may be rejected.
- c) Award, if made, will be to the highest scored, responsible and responsive proposal.

### Proposal Evaluation

The proposals that meet the minimum qualifications will be evaluated and scored according to the criteria indicated below.

<u>Rating/Scoring Criteria</u>	<u>Maximum Possible Points</u>
Demonstration of Ability to Fulfill Requirements and Qualifications <sup>1</sup> .....	40
Effective Use of Resources <sup>2</sup> .....	10
Effective Use of Project Personnel <sup>3</sup> .....	10
Effectiveness of Timeline <sup>4</sup> .....	10
Cost of Proposal <sup>5</sup> .....	30
<b>Total Possible Points</b> .....	<b>100</b>

<sup>1</sup> Demonstration of Ability to Fulfill Requirements: scoring based on provider's experience and expertise.

<sup>2</sup> Effective Use of Resources: scoring based on cost-effective allocation of proposed costs for various line items of proposed plan; explain rationale, especially with unusual items.

<sup>3</sup> Effective Use of Project Personnel: scoring based on validity of why specific personnel are used for specific purposes within the proposed plan.

<sup>4</sup> Effectiveness of Timeline: scoring based on appropriateness, timeliness and effectiveness of proposed overall timeline, and milestone tasks and dates indicating progress.

<sup>5</sup> Cost of Proposal: highest score for this criterion is given to the proposer with the lowest overall bid. Scores for other proposers are given by standard formula in relationship to the lowest bid submitted. For example, if the lowest bid is \$19,000, that bid will be awarded the full point value of 30. If another bid comes in at \$38,000, that bid will be awarded 15 points (\$19,000/\$38,000 x full point value).

### 6. Award and Protest

- a) Notice of the proposed award shall be posted on our website at [www.cac.ca.gov](http://www.cac.ca.gov) and in a public place in the office of the California Arts Council; 1300 I St., Suite 930; Sacramento, CA 95814 for five (5) working days prior to awarding the agreement.
- b) If any proposer, prior to the award of agreement, files a protest with the California Arts Council and the Department of General Services, Office of Legal Services, 707 Third Street, 7<sup>th</sup> Floor, Suite 7-330, West Sacramento, CA 95605, on the grounds that the (protesting) proposer would have been awarded the contract had the agency correctly applied the evaluation standard in the RFP, or if the agency followed the evaluation and scoring methods in the RFP, the agreement shall not be awarded until either the protest has been withdrawn or the Department of General Services has decided the matter. It is suggested that you submit any protest by certified or registered mail.

- c) Within five (5) days after filing the initial protest, the protesting proposer shall file with the Department of General Services, Office of Legal Services and the California Arts Council a detailed statement specifying the grounds for the protest.

## **7. Disposition of Proposals**

- a) Upon proposal opening, all documents submitted in response to this RFP will become the property of the State of California, and will be regarded as public records under the California Public Records Act (Government Code Section 6250 et seq.) and subject to review by the public.
- b) Proposal packages may be returned only at the proposer's expense, unless such expense is waived by the awarding agency.

## **8. Agreement Execution and Performance**

- a) Performance shall start not later than 14 days, or on the express date set by the awarding agency and the Contractor, after all approvals have been obtained and the agreement is fully executed. Should the Contractor fail to commence work at the agreed upon time, the awarding agency, upon five (5) days written notice to the Contractor, reserves the right to terminate the agreement. In addition, the Contractor shall be liable to the State for the difference between Contractor's Proposal price and the actual cost of performing work by another contractor.
- b) All performance under the agreement shall be completed on or before the termination date of the agreement.

# **D. Preference Programs**

**Small Business Preference** – [www.pd.dgs.ca.gov/smbus/default.htm](http://www.pd.dgs.ca.gov/smbus/default.htm) Certified, responsive and responsible proposers with State of California Small Business designation will receive an additional 5 % of the total points awarded to the highest scored responsive and responsible non-small business bidder (per State Contracts Manual Volume 1, Chapter 8, Section 8.2).

# **E. Standard Agreement (STD 213)**

Standard Agreement (STD 213) is for reference only. A Sample of the Standard Agreement (STD 213) can be viewed at: [www.ols.dgs.ca.gov](http://www.ols.dgs.ca.gov) (see "Forms"). It does not need to be filled out and submitted at this time.

Standard contract language (General Terms and Conditions: GTC-610) referred to in STD 213 may be viewed at: [www.documents.dgs.ca.gov/ols/GTC-610.doc](http://www.documents.dgs.ca.gov/ols/GTC-610.doc)

# **F. Required Attachments**

Refer to the following pages for information and links (as appropriate) for Required Attachments 1-8, that are a part of this agreement.

## ATTACHMENT 1: REQUIRED ATTACHMENT CHECK LIST

A complete proposal or proposal package will consist of the items identified below.

Complete this checklist to confirm the items in your proposal. Place a check mark or "X" next to each item that you are submitting to the State. For your proposal to be responsive, all required attachments must be returned. This checklist should be returned with your proposal package also.

<u>Attachment</u>	<u>Attachment Name/Description</u>
_____ Attachment 1	Required Attachment Check List
_____ Attachment 2	Demonstration of Minimum Requirements
_____ Attachment 3	Proposal/Proposer Certification Sheet
_____ Attachment 4	Cost Proposal Worksheet
_____ Attachment 5	Proposer References
_____ Attachment 6	Payee Data Record (STD 204) can be found on the Internet at: <a href="http://www.documents.dgs.ca.gov/osp/pdf/std204.pdf">http://www.documents.dgs.ca.gov/osp/pdf/std204.pdf</a>
_____ Attachment 7	Contractor's Certification Clauses (CCC) can be found on the Internet at: <a href="http://www.ols.dgs.ca.gov">www.ols.dgs.ca.gov</a> (see "Standard Contract Language").
_____ Attachment 8	Darfur Contracting Act can be found on the Internet at: <a href="http://www.documents.dgs.ca.gov/pd/poliproc/darfurpcc10478.doc">www.documents.dgs.ca.gov/pd/poliproc/darfurpcc10478.doc</a>

**This checklist is not meant to be exhaustive. If the proposer needs to add additional documents to satisfy the need for information as outlined in this RFP or desires to add information in order to make the bid more competitive, the proposer should do so.**

**ATTACHMENT 2: DEMONSTRATION OF MINIMUM REQUIREMENTS**

**(please use additional pages as needed)**

- 1) Address of the proposing firm or proposer within California:
- 2) Specify the number of years the proposing firm has engaged in strategic planning, giving dates and names of clients or principal organization(s):

OR

Specify the number of years the project principal(s) have engaged in the production of various modes of strategic planning, giving dates and names of clients or principal organization(s):

- 3) Specify the number of years or specific projects the proposing firm has engaged with arts, cultural, or cause-based organizations or topics, giving dates and examples:

OR

Specify the number of years or specific projects the project principal(s) have engaged with arts, cultural, or cause-based organizations or topics, giving dates and examples:

- 4) Specify the number of years and/or examples of projects the proposing firm has engaged in projects encompassing the entirety of California and not solely one region:

OR

Specify the number of years and/or examples of projects the project principal(s) have engaged in projects encompassing the entirety of California and not solely one region:

- 5) Specify the number of years and/or examples of projects the proposing firm has engaged in projects with diverse communities, including communities of varying economic means, different (perhaps no) technical abilities with computers and internet communications, diverse cultural and/or ethnic communities, and principal languages other than English:

OR

Specify the number of years and/or examples of projects that project principal(s) have engaged in projects with diverse communities, including communities of varying economic means, different (perhaps no) technical abilities with computers and internet communications, diverse cultural and/or ethnic communities, and principal languages other than English:

### ATTACHMENT 3: PROPOSAL/PROPOSER CERTIFICATION SHEET

This Proposal/Proposer Certification Sheet must be signed and returned along with all the "required attachments" as an entire package in duplicate with original signatures. The proposal must be transmitted in a sealed envelope in accordance with RFP instructions.

- A. Place all required attachments behind this certification sheet. (For example, Attachment 3 followed by Attachment 1, 2, 4, etc.)
- B. The signature affixed hereon and dated certifies compliance with all the requirements of this proposal document. The signature below authorizes the verification of this certification.

#### **An Unsigned Proposal/Proposer Certification Sheet May Be Cause For Rejection**

1. Company Name	2. Telephone Number (   )	2a. Fax Number (   )
3. Address		
Indicate your organization type:		
4. <input type="checkbox"/> Sole Proprietorship	5. <input type="checkbox"/> Partnership	6. <input type="checkbox"/> Corporation
Indicate the applicable employee and/or corporation number:		
7. Federal Employee ID No. (FEIN)	8. California Corporation No.	
9. Indicate applicable license and/or certification information:		
10. Proposer's Name (Print)		11. Title
12. <b>Signature</b>		13. Date
14. Are you certified with the Department of General Services, Office of Small Business Certification and Resources (OSBCR) as:		
a. California Small Business Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, enter certification number: _____		b. Disabled Veteran Business Enterprise Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, enter your service code below: _____
<b>NOTE:</b> A copy of your Certification is required to be included if either of the above items is checked "Yes".		
Date application was submitted to OSBCR, if an application is pending:		

### Instructions for Completion of Proposal/Proposer Certification Sheet

Complete the numbered items on the Proposal/Proposer Certification Sheet by following the instructions below.

Item Numbers	Instructions
1, 2, 2a, 3	Must be completed. These items are self-explanatory.
4	Check if your firm is a sole proprietorship. A sole proprietorship is a form of business in which one person owns all the assets of the business in contrast to a partnership and corporation. The sole proprietor is solely liable for all the debts of the business.
5	Check if your firm is a partnership. A partnership is a voluntary agreement between two or more competent persons to place their money, effects, labor, and skill, or some or all of them in lawful commerce or business, with the understanding that there shall be a proportional sharing of the profits and losses between them. An association of two or more persons to carry on, as co-owners, a business for profit.
6	Check if your firm is a corporation. A corporation is an artificial person or legal entity created by or under the authority of the laws of a state or nation, composed, in some rare instances, of a single person and his successors, being the incumbents of a particular office, but ordinarily consisting of an association of numerous individuals.
7	Enter your federal employee tax identification number.
8	Enter your corporation number assigned by the California Secretary of State's Office. This information is used for checking if a corporation is in good standing and qualified to conduct business in California.
9	Complete, if applicable, by indicating the type of license and/or certification that your firm possesses and that is required for the type of services being procured.
10, 11, 12, 13	Must be completed. These items are self-explanatory.
14	If certified as a California Small Business, place a check in the "yes" box, and enter your certification number on the line. If certified as a Disabled Veterans Business Enterprise, place a check in the "Yes" box and enter your service code on the line. If you are not certified to one or both, place a check in the "No" box. If your certification is pending, enter the date your application was submitted to OSBCR.

**ATTACHMENT 4: COST PROPOSAL WORKSHEET**

DIRECT LABOR	HOURS	RATE	TOTAL
Title _____	_____ @	_____	_____
Title _____	_____ @	_____	_____
Title _____	_____ @	_____	_____
Title _____	_____ @	_____	_____
			\$ _____
SUBCONTRACTOR(S) COST ITEMIZED			\$ _____
INDIRECT COSTS (OVERHEAD AND FRINGE BENEFITS)			
Overhead Rate	_____	_____	
Fringe Benefits	_____	_____	
			\$ _____
DIRECT COSTS (EXCEPT LABOR)			
Travel Costs (Itemized*)		_____	
Equipment and Supplies (Itemized*)		_____	
Other Direct Costs (Itemized*)		_____	
			\$ _____
TOTAL COSTS			\$ _____

\* Append to this page

## ATTACHMENT 5: PROPOSER REFERENCES

Submission of this attachment is mandatory. Failure to complete and return this attachment with your proposal will cause your proposal to be rejected and deemed nonresponsive.

List below three references for services performed within the last five years, which are similar to the scope of work to be performed in this contract. If three references cannot be provided, please explain why on an attached sheet of paper.

REFERENCE 1			
Name of Firm			
Street Address	City	State	Zip Code
Contact Person		Telephone Number	
Dates of Service		Value or Cost of Service	
Brief Description of Service Provided			

  

REFERENCE 2			
Name of Firm			
Street Address	City	State	Zip Code
Contact Person		Telephone Number	
Dates of Service		Value or Cost of Service	
Brief Description of Service Provided			

  

REFERENCE 3			
Name of Firm			
Street Address	City	State	Zip Code
Contact Person		Telephone Number	
Dates of Service		Value or Cost of Service	
Brief Description of Service Provided			



**ATTACHMENT 6: PAYEE DATA RECORD (STD 204)**

Proposer must complete, sign and submit the Payee Data Record (STD 204, this form can be found on the Internet at: <http://www.documents.dgs.ca.gov/osp/pdf/std204.pdf>.

**ATTACHMENT 7: CONTRACTOR'S CERTIFICATION CLAUSES (CCC)**

Proposer must complete, sign and submit page 1 of the Contractor Certification Clauses (CCC 307), which can be found on the Internet at: [www.pd.dgs.ca.gov](http://www.pd.dgs.ca.gov)

**ATTACHMENT 8: DARFUR CONTRACTING ACT**

Proposer must complete, sign and submit the Darfur Contracting Act Form, which can be found on the internet at: [www.documents.dgs.ca.gov/pd/poliproc/darfurpcc10478.doc](http://www.documents.dgs.ca.gov/pd/poliproc/darfurpcc10478.doc)